

**TOWN/COUNTY OF \_\_\_\_\_**  
**REQUEST FOR LETTER OF INTEREST**

**THE TOWN/COUNTY OF \_\_\_\_\_ DESIRES TO ENGAGE  
QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE  
PLANNING AND DESIGN SERVICES FOR \_\_\_\_\_**

**The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform \_\_\_\_\_ [LIST WORK AREAS]**

The selected firm will report directly to the town/county. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town/county. The PEF shall indemnify and save harmless the town/county for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

The selection of a private engineering firm to provide \_\_\_\_\_ [list work types] on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town/County will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Town/County.
4. Town/County will select a private engineering firm to provide the Construction Engineering and Inspection Services.

### **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

### **PREQUALIFICATION**

The NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm and all subconsultants have submitted or updated this data since July 1, 2010, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your Letter of Interest (LOI). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any subconsultants have not submitted or updated this data since July 1, 2010, please submit the new data to the Department ***prior*** to submittal of your Letter of Interest (LOI). An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). Having this data on file with the Department eliminates the need to resubmit this data with each Letter of Interest (LOI).

Even though specific DBE goals are not established for this project, the Department of Transportation is committed to its 2010 annual aspirational goal for Disadvantaged Business Enterprises (DBE) participation of 13.4% in federally funded projects, and to annual aspirational goals for Minority Business Enterprises (MBE) of 8.1% and Women's Business Enterprises (WBE) participation of 8.0% on State funded projects. The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## EVALUATION

Firms submitting LOIs to perform the \_\_\_\_\_ [list services] on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with \_\_\_\_\_ services – \_\_\_%
2. The experience of the firm's proposed staff to perform the type of work required – \_\_\_%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – \_\_\_%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

**FORMAT FOR SUBMISSION OF A  
TOWN/COUNTY OF \_\_\_\_\_  
LETTER OF INTEREST**

All letters of interest are limited to \_\_\_\_\_ pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than \_\_\_\_\_ pages will not be considered.**

**Section I - Cover/Introductory Letter**

The introductory letter should be addressed to \_\_\_\_\_, \_\_\_\_\_. Said letter is limited to \_\_\_\_\_ pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

**Section II - Evaluation Factors**

This section is limited to \_\_\_\_\_ pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous \_\_\_\_\_ Services experience that is focused to the type of project advertised for services [performed within last three (3) years];

- The number of employees within the firm;
- A brief description of the firm's approach to performing \_\_\_\_\_ Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

### **Section III - Supportive Information**

This section is limited to \_\_\_\_\_ pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### **Appendices -- CONSULTANT CERTIFICATION Form RS-2**

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;

- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form)

**In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.**

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

### SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing \_\_\_\_\_ Services to the Town/County by \_\_\_\_ p.m. on \_\_\_\_\_. **Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.**

The mailing address is:

Town/County

Any questions concerning the advertisement should be directed to \_\_\_\_\_ or by telephone at \_\_\_\_\_;

If you feel information provided is inadequate to submit a letter of interest, please contact \_\_\_\_\_.

### NOTIFICATION

The short-listed firms will be notified by \_\_\_\_\_. Notification will not be sent to firms not short-listed.

**In the event the town/county elects to hold Oral Interviews, interviews will be held \_\_\_\_\_.**

The firm selected will be notified by \_\_\_\_\_. Notification will not be sent to firms not selected.

The town/county reserves the right to reject any and all Letters of Interest.